

## PREPARATION FOR HIGH STAKES MEETING OR PRESENTATION

**Absolute clarity  
on my  
three key  
points**



**Totally prepared  
for the three  
most challenging  
questions I  
might be  
asked**

- **Understand the three key points you want to communicate**
- **Share them early in the meeting/presentation**
- **Repeat them at the end**
- **Strong start/strong finish**
- **What people will remember**

- **Think through the 3 questions you least want to be asked**
- **Thoroughly prepare your answers**
- **Anything else you get asked will seem easier!**
- **Increases your confidence**